



Personnel Management

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Personnel Management Program

- **Screening**
- **Visitor Control**
- **Badges**
- **In-Processing and Out-Processing**
- **Employee Assistance Program**
- **Security Violations**



Screening

- **Attempt to ensure that entrusting an individual with sensitive duties is clearly consistent with the interests of the institution, and international biological weapons nonproliferation, based upon character traits and past conduct**
- **Degree of scrutiny commensurate with need for unescorted access to restricted areas and/or materials**
- **Mechanisms:**
 - **Verify employment application information**
 - **Psychological/personality testing**
 - **Background investigation**

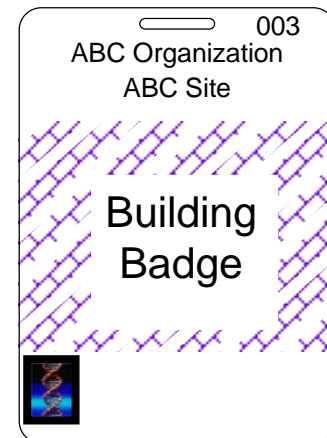
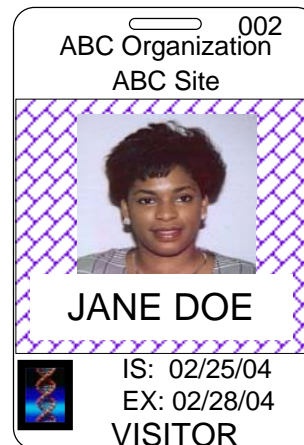
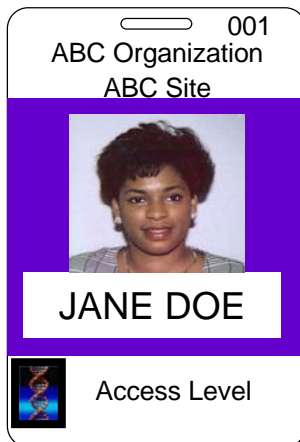


Visitor Controls

- **Types**
 - **Personal Visitors**
 - **Casual Visitors**
 - **Working Visitors**
- **Controls**
 - **All visitors should have a host at the facility**
 - **Visitors should be escorted in restricted areas**

Badges

- **Badges should be issued to those individuals authorized to be on-site**



- **Badge return**
 - **Upon employee termination**
 - **Daily or at the conclusion of a limited term for visitors**
- **Report lost or stolen badges**

In-Processing and Out-Processing

- **In-Processing**

- Complete all required forms, safety training, security training and immunizations as applicable for work environment

- **Out-Processing**

- Access changes or termination
- Retrieve property
- Deactivate computer and electronic access accounts





Employee Assistance Program

- **Provide resources intended to facilitate resolution of problems associated with a variety of personal issues, for example:**
 - **Marital issues**
 - **Family issues**
 - **Eldercare/childcare issues**
 - **Job conflict**
 - **Grief**
 - **Financial issues**
 - **Legal issues**
 - **Stress**



Security Violations

- **Security violations should be ranked based on the magnitude of impact to the organization**

Organization ABC keeps
large quantities of
HRPTs in Building 1,
Room 123, Freezer A.





Conclusion

- **Employment screening and emotional health monitoring is an effective strategy to reduce the potential for malicious or accidental release of dangerous pathogens and toxins**
- **Managing official identification and other facility-owned resources is also part of prudent stewardship**